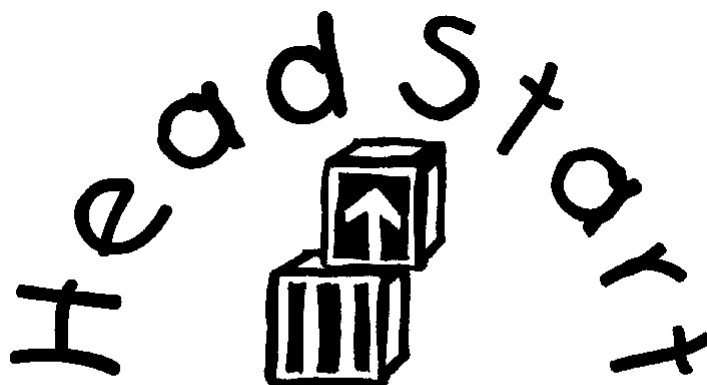


Data Archive on Head Start Program Performance Measures

A Guide for Data Access



**Data Archive
Head Start Quality Research Consortium's
Performance Measures Center
Westat
1650 Research Boulevard
Rockville, MD 20850**

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We thank Patrick T. Collins and NDACAN at Cornell University for allowing us to adopt text from *Depositing Data with the National Data Archive on Child Abuse and Neglect: A Handbook for Investigators*.

How to order data sets from the Data Archive of the Head Start Performance Measures Center

All data sets from the Data Archive of the Head Start Performance Measures Center (HSPMC) are available in a variety of ready-to-use formats. Each data set includes data files, documentation, and installation instructions. The Data Archive staff will assist you with any technical problems you encounter while using the data. Documentation for most data sets includes a user's guide, codebook, original instruments, and references to relevant publications.

1. Obtain a list of available data sets

A list of brief descriptions of all data sets can be obtained by request. In order to obtain a list of available data sets, send the request to:

Data Archive of the HSPMC
Westat
(Attn: Kwang Kim, TB-386)
1650 Research Boulevard
Rockville, MD 20850
Phone: 301-517-4078
FAX: 240-453-2650 (Attn: Kwang Kim)
E-Mail: kimk1@westat.com

Or visit the Web site at

at http://www.acf.hhs.gov/programs/core/ongoing_research/hs/hs_data/hs_data_intro.html

2. Determine if the data set and/or documentation will suit your needs

3. Complete the Order Form

Be sure to provide the information requested, including complete shipping information. Data are available on CD-ROM.

4. Complete the *Terms of Use Agreement*

All HSPMC data sets are distributed solely for the purposes of statistical research and reporting. Attempting to use these data sets to identify individuals or institutions is a violation of federal law. Your signature on the *Terms of Use Agreement* signifies that you agree to adhere to the guidelines in the use of these data sets. Read the *Terms of Use Agreement* carefully, and fill in the Study Title and other information. Data Archive of the HSPMC requires a signed *Terms of Use Agreement* on file before data can be sent. The *Terms of Use Agreement* form is not required for receiving documentation only.

5. Request for Order

All data sets (including both data and documentation) are available to qualifying individuals or organizations. Currently, there is no charge for the data sets to be used for research purpose only. Write a cover letter to us on your organization's letterhead (including your professional interest, research topic, and brief analysis plan) along with the completed *Order Form* and the aforementioned *Terms of Use Agreement*. If you are a student who wishes to use data for a thesis, dissertation, or class project, please submit a photocopy of your student ID and have your professor or advisor co-sign the cover letter mentioned above.

6. Mail the cover letter, *Order Form*, and signed *Terms of Use Agreement* to:

Data Archive of HSPMC
Westat
(Attn: Kwang Kim, TB-386)
1650 Research Boulevard
Rockville, MD 20850

Please allow three weeks for delivery.

ORDER FORM

Data Archive of the Head Start Performance Measures Center

Westat

1650 Research Boulevard

Rockville, MD 20850

I. Contact Information

Name: _____

Address: _____

Title: _____

Department: _____

Organization: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

II. Data sets

	Data Set Name & Number
1	
2	
3	
4	
5	
6	

Data Archive of the Head Start Performance Measures Center

Terms of Use Agreement

This agreement outlines the specific terms under which data obtained from the Data Archive of the Head Start Performance Measures Center (HSPMC) may be used. A copy of this agreement form must be signed and returned to the Data Archive of the HSPMC before data can be released. Data and explanatory documentation provided by the Data Archive for the study:

_____ is(are) hereafter referred to as “the materials.”
[Study name(s) and number(s)]

I hereby agree:

- (1) **Purpose:** To use the materials only for non-commercial statistical research and teaching.
- (2) **Confidentiality:** To act at all times so as to preserve the confidentiality of individuals and institutions recorded in the materials. In particular, I agree not to use or attempt to use the material alone or in combination with any other data to derive information relating specifically to an identified individual or institution or claim to have done so, nor to match any datum contained in the materials with any other data or data sets for identification purposes. Additionally, no listings of information from individual records will be published or otherwise released.
- (3) **Acknowledgment:** To acknowledge in any publication, whether printed, electronic, or broadcast, based wholly or in part on such materials, both the original depositors, the funding agency, and the Archive. To declare in any such work that those who carried out the original collection and analysis of the data bear no responsibility for their further analysis or interpretation. To use the following citation in all published works.

“The data utilized in this (PUBLICATION) were made available by the Data Archive of the Head Start Performance Measures Center (HSPMC) and have been used by permission. Data from the study (STUDY NAME) were originally collected by (PRINCIPAL INVESTIGATOR NAME AND INSTITUTION) and supported under a grant/contract (GRANT/CONTRACT NAME AND NUMBER) by (NAME OF FUNDING AGENCY). Neither the collector of the original data, the funder, the Data Archive of the HSPMC, Westat, nor its agents or employees bear any responsibility for the analyses or interpretations presented here.”
- (4) **Publications:** To deposit with the Data Archive of the HSPMC two copies of any published work or report based wholly or in part on these data.
- (5) **Copyright:** Not to make any claim to copyright ownership of the materials provided, not to distribute copies of the materials to others, nor to make copies, except as necessary to carry out non-commercial statistical research and teaching.

- (6) **Access to others:** To store the data securely, and to restrict data access to registered users who have received written permission from the Data Archive for the specified purposes or IRB approval from their respective university or agency. In particular, I will not store the data set on a file server or in any other computational domain where it could be accessed by others. In the case of data sets for which my purpose of use is teaching, to give access only to students who have signed the Students' Terms of Use Agreement and to provide the Archive with copies of the Students' Agreements.
- (7) **Errors:** To notify the Data Archive of the HSPMC of any errors discovered in the materials.
- (8) **Liability:** To accept that the Data Archive and the depositor of the materials supplied bear no legal responsibility for their accuracy or comprehensiveness. To indemnify and hold harmless Westat, the Data Archive of the HSPMC, U.S. Department of Health and Human Services, and any employees or agents of the same against any and all claims for damages, demands, and all other actions and all expenses and costs arising from such demands whatsoever arising from the release of the materials.

I understand that violation of any of the above-mentioned conditions will be a breach of this *Terms of Use Agreement*, will constitute unethical professional practice, and may subject me to legal action under applicable statutes and regulations.

Signature: _____

Date Signed: _____

Name (Print): _____

Organization: _____

Please return this agreement to:

**Data Archive of the HSPMC
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(Attn: Kwang Kim, TB-386)
1650 Research Boulevard
Rockville, MD 20850**